



Personnel

10770 West Oakland Park Blvd. · Sunrise, FL 33351 · P: 954.838.4522

CODE ENFORCEMENT COORDINATOR

- OPEN PERIOD:** November 24, 2010 through December 8, 2010
(Open until filled)
- SALARY:** \$34,690 - \$47,821
- NATURE OF WORK** Coordinates functions of the Code Enforcement Special Magistrate and the Code Enforcement Division concerning violations including the preparation of agendas, notices of hearings and other legal documents, mailing notices, recording and transcriptions of hearing minutes, attend hearings, swearing in witnesses and other related duties.
- HOURS:** 8:00 A. M. – 4:00 P.M.; Monday - Friday
- WORKSITE LOCATION:** Police Department - Code Enforcement
1607 NW 136th Avenue, Bldg B., Sunrise
- EDUCATION:** Graduation from an accredited high school or G.E.D. equivalency diploma, and sixty (60) semester hours of college courses.
- EXPERIENCE:**
- Two (2) years of responsible full-time (or equivalent) paid secretarial experience is desirable. Must type 45 words per minute.
- TYPING TEST REQUIRED AT TIME OF APPLICATION.**
- Notary in the State of Florida or be able to become a Notary within 30 days of hire.
 - Experience in the area of code enforcement/inspections desired.
 - Excellent communication and public relations skills.
 - Knowledge of Microsoft Office
- HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Department

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, genetic information, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V